

## Retirement - Collecting Member Contributions in Arrears

PA30

### Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
4/25/2005	Dorie Schmeling	Draft
4/25/2005	Mike Murray	SME Review
4/26/2005	Beth Dockins	SME Review
4/27/2005	Heather Hanson	Training Review
5/10/2005		Agency Review
5/24/05		Testing Review
5/9/06	Chylynn Hansel	Edits

## Purpose

Use *Additional Payments* infotype (0015) when additional Plan 3 member contributions are due based on arrears payments earned when the member was in Plan 2.

## Trigger

Perform this procedure to correct retroactive retirement plan underpayments.

A Plan 3 employee was underpaid in prior pay periods and was in Plan 2 during all or some of those pay periods. HRMS automatically calculates the adjusted contribution at the P2 rate, but the employee should receive the P3 rate for the entire adjustment period. Agency users will manually calculate the required adjustment (the difference between the Plan 2 and Plan 3 rate for the underpayment period,) and then enter the adjustment in HRMS as a Wage Type 2989.

## Prerequisites

- Employee was underpaid and also changed retirement plans during the underpayment period, resulting in insufficient retirement plan contributions.
- Agency user determines from payroll reports that an underpayment has occurred requiring an adjustment.
- Agency user calculates the amount of the retirement contribution to be adjusted in HRMS.

## Menu Path







Human Resources → Personnel Management → Administration → HR Master Data → Maintain




## Transaction Code

**PA30**

## Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.

Message Type	Description
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

#### Reference

[DRS Handbook, Chapter 6](#)

#### Related Procedure

[Create One-time Deduction](#)

## Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

### Maintain HR Master Data

HR master data Edit Goto Extras Utilities Settings System Help

**Maintain HR Master Data**

Personnel no. [ ]

Find by  
Person  
Collective search help  
Search term  
Free search

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text [ ]  
Actions  
Organizational Assignment  
Personal Data  
Addresses  
Planned Working Time  
Basic Pay  
Contract Elements  
Date Specifications  
Family/Related Person


Period  
Fr. [ ] To [ ]  
☒ Today ☐ Curr.week  
☐ A11 ☐ Current month  
☐ From curr.date ☐ Last week  
☐ Up to Today ☐ Last month  
☐ Current Period ☐ Current Year  
Choose

Direct selection  
Infotype [ ] STy [ ]

RD0 (1) (201) ssvaphrddcl INS

2. Complete the following field:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. <b>Example:</b> 20000406

3. Click  (Enter) to validate the information.

## Maintain HR Master Data

The screenshot displays the SAP 'Maintain HR Master Data' interface. At the top, the SAP logo and menu bar are visible. The main window is titled 'Maintain HR Master Data'. On the left, there is a 'Find by' section with options: 'Person', 'Collective search help', 'Search term', and 'Free search'. The central area shows search results for personnel number 20000406, name Test Sarah, and various organizational and employment details. The 'Payroll' tab is highlighted in the bottom navigation bar. The 'Direct selection' section shows 'Infotype' and 'STy'.

Basic Personal Data	Payroll	Benefits	Time Recording	Addtl. Person...
Infotype text				
Actions				
Organizational Assignment				
Personal Data				
Addresses				
Planned Working Time				
Basic Pay				
Contract Elements				
Date Specifications				
Family/Related Person				

Period selection options:

- ☒ Period
- Fr. [ ] To [ ]
- ☐ Today
- ☐ Curr.week
- ☐ All
- ☐ Current month
- ☐ From curr.date
- ☐ Last week
- ☐ Up to Today
- ☐ Last month
- ☐ Current Period
- ☐ Current Year

Direct selection:

Infotype [ ] STy [ ]


4. Click the **Payroll** tab.

## Maintain HR Master Data

The screenshot shows the SAP 'Maintain HR Master Data' window. The top bar includes the SAP logo and menu options: HR master data, Edit, Goto, Extras, Utilities, Settings, System, Help. Below the menu is a toolbar with various icons. The main window is titled 'Maintain HR Master Data' and contains a search area on the left with options: 'Find by', 'Person', 'Collective search help', 'Search term', and 'Free search'. The main data area displays the following information:

- Personnel no.: 20000406
- Name: Test Sarah
- PersArea: 1050 Office of Financial Mgmt
- EEGroup: 0 Permanent
- PSubarea: 0001 Non Represented
- EESubgroup: 04 Scheduled Monthly
- Status: Active

Below this information are tabs for 'Basic Personal Data', 'Payroll', 'Benefits', 'Time Recording', and 'Addtl. Person...'. The 'Basic Personal Data' tab is active, showing a list of infotypes on the left and a 'Period' selection area on the right. The 'Additional Payments' infotype is highlighted in the list. The 'Period' area has radio buttons for 'Today', 'A11', 'From curr. date', 'Up to Today', 'Current Period', 'Curr. week', 'Current month', 'Last week', and 'Last month'. A 'Choose' button is also present. At the bottom of the window, the status bar shows 'RD0 (1) (201)' and 'ssvaphrddedci INS'.

5. Click the gray box to the left of **Additional Payments** to select.
6. Click  (Create) to create a new record.

## Create Additional Payments (0015)

Personnel No. 20000406 Name Test Sarah

PersArea 1050 Office of Financial Mgmt EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 04 Scheduled Monthly Status Active

Additional Payments

Wage type

Amount USD


Number/unit

Date of origin 03/31/2004

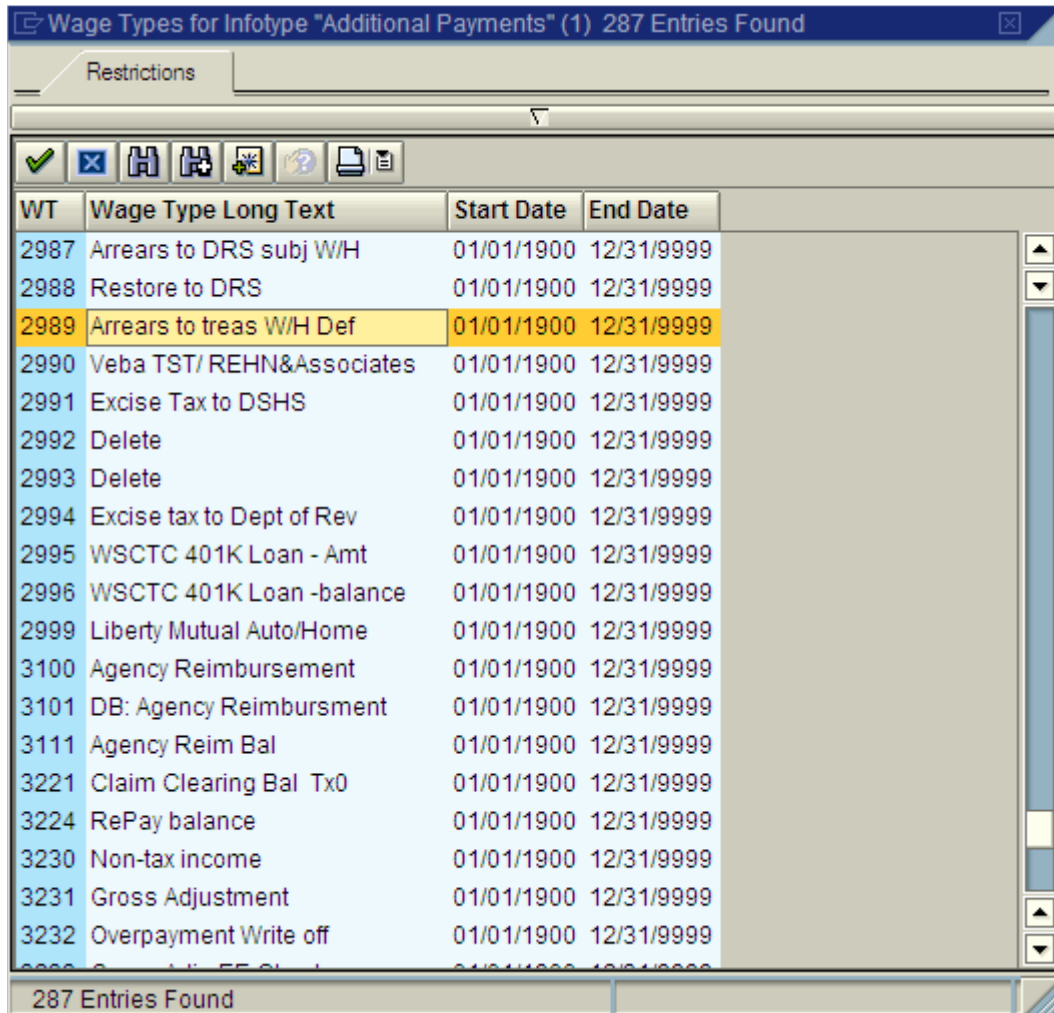
Default Date

Assignment number

Reason for Change

7. In the **Wage type** field, click  to open the selection list.

**Wage Types for Infotype "Additional Payments" (2) 257 Entries Found**



WT	Wage Type Long Text	Start Date	End Date
2987	Arrears to DRS subj W/H	01/01/1900	12/31/9999
2988	Restore to DRS	01/01/1900	12/31/9999
2989	Arrears to treas W/H Def	01/01/1900	12/31/9999
2990	Veba TST/ REHN&Associates	01/01/1900	12/31/9999
2991	Excise Tax to DSHS	01/01/1900	12/31/9999
2992	Delete	01/01/1900	12/31/9999
2993	Delete	01/01/1900	12/31/9999
2994	Excise tax to Dept of Rev	01/01/1900	12/31/9999
2995	WSCTC 401K Loan - Amt	01/01/1900	12/31/9999
2996	WSCTC 401K Loan -balance	01/01/1900	12/31/9999
2999	Liberty Mutual Auto/Home	01/01/1900	12/31/9999
3100	Agency Reimbursement	01/01/1900	12/31/9999
3101	DB: Agency Reimbursment	01/01/1900	12/31/9999
3111	Agency Reim Bal	01/01/1900	12/31/9999
3221	Claim Clearing Bal Tx0	01/01/1900	12/31/9999
3224	RePay balance	01/01/1900	12/31/9999
3230	Non-tax income	01/01/1900	12/31/9999
3231	Gross Adjustment	01/01/1900	12/31/9999
3232	Overpayment Write off	01/01/1900	12/31/9999

8. Click **2989 Arrears to treas W/H Def** . (Retirement Arrears to Treasurer Withholding is tax-deferred.)



Wage Type 2989 applies the amount to pre-tax contributions.

9. Click  (Copy) to accept.




## Create Additional Payments (0015)

The screenshot shows the SAP 'Copy Additional Payments (0015)' transaction. The top bar includes the SAP logo and standard menu options (Infotype, Edit, Goto, Extras, System, Help). Below the menu is a toolbar with various icons. The main area is divided into several sections:

- Personnel Data:** Personnel No. 20000406, Name Test Sarah, PersArea 1050 Office of Financial Mgmt, EEGroup 0 Permanent, PSubarea 0001 Non Represented, EESubgroup 04 Scheduled Monthly, Status Active.
- Additional Payments Section:** Wage type 2969 Arrears to treas W/H Def, Amount A 100.00 USD, Number/unit, Date of origin 04/15/2005, Default Date, Assignment number, Reason for Change.
- Search Options:** Find by Person, Collective search help, Search term, Free search.

10. Complete the following fields:

Field Name	R/O/C	Description
Amount	R	The amount of the adjusted contribution. <b>Example:</b> 100.00
Date of origin	R	Any date within the pay period in which the adjustment is made. <b>Example:</b> 04/15/2005

11. Click  (Enter) to validate the information.

12. Click  (Save) to save.

13. You have completed this transaction.

State of Washington HRMS

## Result

You have adjusted the employee's retirement contribution amount for the retroactive underpayment period.

## Comments

You may then be required to go to [DRS Web-based Services](#), to enter the information in the Web-based Employer Transmittal (WBET) system. Please see DRS WBET procedures for additional instructions.